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STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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July 20, 2016
NOTICE OF JOB VACANCY
#16-168

An opportunity currently exists within the Department of Law and Public Safety, Juvenile Justice Commission, Office of Policy, Research and Planning, for permanent State employees with one-year of continuous permanent status in the competitive division who meet the minimum requirements specified below:

TITLE: Program Specialist 4

SALARY: \$74,251.79 - \$105,891.38

LOCATION: Juvenile Justice Commission
1001 Spruce Street, Suite 202
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Director of Local Programs & Services, serves as the supervisor of the JJC's Juvenile Justice & Delinquency Prevention/Grants Unit; supervises, organizes, and assigns the work of the Unit; coordinates New Jersey's efforts to maintain compliance with the requirements of the federal Juvenile Justice and Delinquency Prevention Act; coordinates the work of the Governor's Juvenile Justice and Delinquency Prevention Committee; administers federal, state, and private grant funds; performs difficult professional and analytical work to promote the planning, operation, and implementation of juvenile justice services and programs; designs, reviews, and prepares proposals for implementing new programs; conducts fiscal and programmatic monitoring of funded services; prepares complex analytical and evaluate reports; researches, acquires, coordinates, and allocates juvenile justice resources; does other related work.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Four (4) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services; one (1) year of which shall have been in a supervisory capacity.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of non-supervisory experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

If you possess the required experience and are interested in the above position, please send a cover letter (including job vacancy number) and current resume before the closing date of August 3, 2016:

***Juvenile Justice Commission
Office of Human Resources- Recruitment Officer
P.O. Box 107, Trenton, NJ 08625-0107
or email to: jjcrecruitment@jjc.nj.gov***

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.